

Developmental Disabilities Council
Reading Cover Page

Date: November 15, 2007
Meeting: Governance Committee

Reading Number: 07-G-11

Issue: Policy: Council Budget Development
Process

Included in this reading: Draft Policy

Background/Summary:

Last March, the Committee approved and sent to the Full Council a draft policy on the Council Budget Development Process.

The draft is re-presented to the Committee for clarification before submittal to the Council.

Action: Discussion



Policy No. 404

Council Budget Development Process

Adopted: July 16, 1999

Revised: XXX

1. The Council Budget is developed during the State Plan Development Process (see Policy 415.)
2. Staff develops a draft State Plan budget for Council Administration, State Plan Implementation and contracted projects based on historical costs and any known cost increases.
3. Annually, at the July meeting, the next Year's State Plan Budget is approved by the full Council.
4. Annually, at the January meeting, the status of the current year federal grant and the two previous federal grants is presented to the Council.
5. If there are any savings in the budget, the Council assigns funds to un-funded performance targets first, next to new/emerging issues or opportunities, third to the Discretionary Fund projects (see Policy 408).
6. The Council delegates to the Workgroups the ability to move budget amounts around within their

workgroup budget to redirect funds towards achieving performance targets in their assigned area of the State Plan without approval of the full Council.

7. The Council delegates to the Executive Director the authority to move costs up to 10% of budget between budget categories. Any substantial changes to the Budget (costs in excess of 10%), or changes to approved budget for State Plan projects must be approved by the full Council.
8. Substantial changes, Workgroup's adding Performance Targets or projects, responding to federal cuts, responding to new/emerging timely opportunities or unforeseen budgetary impacts are presented at either the January or July meetings for full Council approval.
- ~~8. Workgroups identify performance targets and activities for the Three Year Plan.~~
- ~~9. Staff develops a draft three year budget, based on the activities identified by Workgroups.~~
- ~~10. Workgroups and the Planning & Public Policy Committee (and other committees if they have items in the budget) review the three year budget.~~
- ~~11. Full Council approves the three year budget (this is also considered the approval of the first annual budget).~~

- ~~12. Workgroups and the Planning & Public Policy Committee (and other committees if they have items in the budget) do a six month review of the annual budget, and any previous Federal Fiscal Years currently in operation.~~
- ~~13. Full Council approves annual budgets for the second and third years of the Three Year Plan.~~
- ~~14. Full Council approves any changes made to the budget between annual approval dates, with the exception of #8 below.~~
- ~~15. The Council delegates to the Workgroups the ability to move funds within a Life Goal Area without Council approval, if it does not involve a change in performance targets. (Changes to performance targets, or adding new performance targets, must be approved by the full Council.) Workgroups will report these changes to the Council budget at the next full Council meeting, as well as noting the action in their minutes.~~